

**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
RECRUITMENT BULLETIN (INTERNAL)
DALLAS, TX, METROPOLITAN AREA**

ISSUE DATE: December 9, 2014
CLOSING: January 9, 2015

Recruitment Bulletin No.: AHS-31-14-221-I
Denver Regional Office
Denver, Colorado

POSITION Field Leader
GRADE: GG-0303-05/Temporary

Salary: \$16.02 per hour

POSITION: Field Supervisor
GG-0303-06/Temporary

Salary: \$17.86 per hour

Appointment Not-To-Exceed (NTE):

September 18, 2015

(Applicants must submit a separate application for all grade levels and locations for which they want to be considered.)

NUMBER OF POSITIONS: FEW

PROMOTION POTENTIAL:

Field Leader:

The promotion potential for the Field Leader is a GG-05. The promotion to any higher grade level is not guaranteed.

Field Supervisor:

The promotion potential for Field Supervisor is a GG-06.

EXCEPTED SERVICE APPOINTMENTS MAY BE TEMPORARY OR PERMANENT BASED ON THE WORK NEEDS OF THE POSITION.

IF HIRED ON A TEMPORARY APPOINTMENT (NTE) YOU ARE NOT ENTITLED TO THE FOLLOWING; ACCURED LEAVE, PAID HOLIDAYS, HEALTH BENEFITS, WITHIN GRADE INCREASES, AND PROMOTIONS. THIS POSITION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION.

WORK SCHEDULE:

This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate selected for this position must sign an Employment Agreement outlining the conditions of employment prior to their appointment.

WHO MAY APPLY:

Internal – Current Permanent Schedule A U.S. Census Bureau employees who have a physical address within the Area of Consideration listed below when applying.

Key Requirements:

- You must be a U.S. Citizen;
- If your resume is incomplete, you may not be considered for this vacancy;
- Must complete the attached Assessment Questions;
- You must be registered for the Selective Service (if applicable).

AREA OF CONSIDERATION: Dallas – Fort Worth – Arlington, TX, Metropolitan Statistical Area: Applications will be accepted from all sources from the geographical area within **Dallas- Plano-**

Irving, TX, Metropolitan Division: Collin, Dallas, Denton, Ellis, Hunt, Kaufman & Rockwall Counties. Fort Worth-Arlington, TX, Metropolitan Division: Hood, Johnson, Parker, Somervell, Tarrant & Wise Counties.

RELOCATION EXPENSES WILL NOT BE PAID

DUTIES:

Field Leader/GG-05:

The incumbent performs Field Leader activities providing guidance and instruction to Field Representatives (FRs) within their assigned program area. A Field Leader assists in conducting group-training sessions (both initial and replacement) for FRs using verbatim training guides and instructing them in interviewing procedures. Performs systematic, initial, and special needs observations. The incumbent will be responsible for communicating with respondents, supervisors, and other person, as appropriate. The incumbent reads survey materials and conducts door-to-door surveys. Does re-interviews as a quality control measure. Converts non-interview (including refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data. The Field Leader, with supervisory approval, will reassign cases as needed within team. On a continuing basis, the incumbent provides direct on-the-spot advice and guidance to the field staff. Provides assistance with both general and specific problems (including on-the-job training) and serves as a troubleshooter.

The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30-pounds.

Field Supervisor/GG-06:

The incumbent performs Field Supervisor activities for field staff within their assigned program area. The Field Supervisor provides guidance to assigned field staff on interviewing techniques and interview matters. The Field Supervisor duties include reviewing performance, writing performance evaluations, and initiating performance and conduct based actions. The Field Supervisor is responsible for making assignments and reviewing the performance of subordinates. A Field Supervisor assists in conducting group-training sessions (both initial and replacement) for the field staff, using verbatim training guides and instructing them in interviewing procedures. The incumbent will be responsible for communicating with respondents, supervisors, and other persons, as appropriate. The incumbent reads survey materials and conducts door-to-door surveys. Does re-interviews as a quality control measure. Also, may be assigned a varying number of non-interviews referred by the regular interviewing staff. Converts non-interviews (including refusals) by both telephone and personal visits, using skilled interviewing and probing techniques to obtain required data.

The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30-pounds.

QUALIFICATIONS:

One year of specialized experience equivalent to the next lower grade of Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of a Field Leader/Field Supervisor and that is typically in/or related to work of the position to be filled.

Grade 5:

Applicants must have specialized experience described as: One year of specialized experience equivalent to the Grade 4 level in the Federal service in: (1) conducting informational interviews and (2) operating a personal computer to collect data and generate reports.

OR

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or

technical school, junior college or university.

OR

An equivalent combination of education and experience.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

You **MUST** submit a copy of your college transcripts or a list of college courses that show course number, title, grade, type (semester or quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 6:

Specialized Experience is described as: One year of specialized experience equivalent to the Grade 5 level of Federal service in: (1) conducting informational interviews, (2) operating a personal computer to collect data and generate reports, and (3) completing work assignments under stringent deadlines.

There is NO substitution of education for specialized experience at the GS-06 level.

Applicants **MUST** meet all qualification requirements by the closing date of this recruitment bulletin.

EVALUATION CRITERIA: Candidates will be evaluated on the extant and quality of their experience and/or education. Also, applicants must complete and submit the form attached to this recruitment bulletin, addressing how they meet the Evaluation Criteria. The candidate's resume **MUST** support the answer provided for each evaluation criteria question.

HOW TO APPLY: Interested applicants may apply by submitting:

1. BC-170A, Census Employment Inquiry (www.census.gov/regions/pdf/BC-170A.pdf) or resume. List your work duties and accomplishments relating to the job for which you are applying. (Applicants must submit a separate application for all grade levels and locations for which they want to be considered.)
2. Supporting documentation (i.e. DD-214, college transcripts.)
3. The completed Evaluation Criteria Form contained with this announcement.

The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruitment Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.
- Full name, mailing address (* including ZIP code), the county/parish you reside, day and evening phone numbers (with area code).
- E-mail address, if available.
- Country or citizenship (this Federal job requires U.S. citizenship for consideration).
- Highest Federal civilian grade previously held, if applicable.
- Highest education level achieved. Specify: Name, City, State, ZIP code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and, - graduates of foreign universities – must include proof of foreign education equivalency to an accredited U.S. college or university.
- To qualify based on education, you must submit a copy of your transcripts along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours worked per week worked, salary, and indicate if we may contact your current supervisor/employer.
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations.
- Complete application package must be received by the close of business (5:00 pm MST) on the closing date of the announcement and submitted by mail or e-mail to:

Mailing Address: Bureau of Census,
Denver Regional Office
6950 W. Jefferson Avenue, Suite 250
Denver, CO, 80235
Attn: Mike Collins/Debbie Lemmon

E-mail: DenverROFSApps@census.gov

For further information on this vacancy, contact Debbie Lemmon or Michael Collins at 720-962-3740 or 800-852-6159.

CONDITIONS OF EMPLOYMENT:

1. Must be willing to travel throughout all parts of the assigned Field Supervisor area on short notice.
2. Must be willing to work days, evenings, and weekends.
3. Must be willing to accept all assignments and work multiple surveys.
4. Must establish and maintain a safe work environment in their residence.
5. Must have a Wired Broadband Internet Connection at your work duty station to access the Census Bureau's Network environment to received and complete your work assignments. If Wired Broadband Internet is not available in your area, you must be able to connect via a cellular network.

OTHER IMPORTANT INFORMATION:

- All eligibility requirements must be met by the closing date of the announcement.
- You must be 18 years old.
- You must pass a background check.
- If selected, male applicants over 18 who were born after 12/31/1959 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Veteran's Preference: Applicants claiming 10-point Veteran's Preference MUST submit the SF-15 - Application for 10-point Veteran's Preference, with the required proof (i.e. statement from the Department of Veteran's Affairs) and the latest copy of their DD-214 – Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive a 5-point Veteran's preference. Applicants claiming 5-point Veteran's Preference must submit a DD-214 to receive preference.
- Former Federal employees, who receive a Voluntary Separation Incentive Payment (VSIP) or "buy-out" and subsequently return to a position in a Federal agency, whether by re-employment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it within a specified time period.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will be REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION. If you make a false statement in any part of your application, you may not be hired; or, you may be fired after you begin to work; or, you may be fined and/or jailed.
- Selectees may be required to complete a supervisory trial period.
- This position may require lifting up to 30-pounds of survey materials and/or laptops.
- Trial Probationary Period – These positions require a 1 or 2-year trial probationary period.

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A RESONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE REGIONAL OFFICE. THE DECISION ON GRANTING REASONABLE ACCOMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU, IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THE U.S. CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARTIAL STATUS, DISABILITY, AGE, MEMEBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Field Leader/Supervisor Evaluation Criteria		
Applicant's Name: _____	Vacancy Announcement #: _____ Grade Applying For: _____	Score (for office use only)
<p><u>CIRCLE THE ANSWER</u> that best matches your experience in Column A. <u>INDICATE WHERE THIS EXPERIENCE IS</u> documented in your resume in Column B.</p>		
Column A	Column B	
1. How many employees have you supervised? Supervisors plan, schedule, and direct work. They evaluate work performance and ensure that subordinate staff complete work in accordance with standards. A. Supervise 7 or more employees B. Supervise 4 to 6 employees C. Supervise 3 or fewer employees or Lead 2 or more employees		
2. Circle all activities for which you have been responsible. A. Training employees B. Assign work to employees C. Provide guidance to employees on work and administrative matters D. Evaluating performance E. Disciplining and/or terminating employees F. Approving payroll and leave G. None of the above.		
3. What experience do you have leading a survey data collection? A. I have led a geographically dispersed team that collected data through interviews in an area characterized by linguistic isolation, gate communities, and/or urban inner cities. B. I have led a geographically dispersed team that collected data through interviews. C. I assisted a supervisor who led a geographically dispersed team that collected data through interviews. D. I have worked for a survey or data collection operation. E. My experience is less than what is described above.		
4. I have experience demonstrating the ability to work under pressure in a fast-paced environment with the ability to perform multiple tasks supporting various staff members. A. Yes B. No		
5. Which one of the following best describes your experience reviewing production and progress reports to pinpoint errors or problems and take corrective action? A. I have implemented corrective action after reviewing production and progress reports. B. I have recommended corrective action after reviewing production and progress reports. C. I have reviewed production or progress reports to determine problems. D. My experience is less than what is described above.		

Field Leader/Supervisor Evaluation Criteria

Applicant's Name: _____	Vacancy Announcement #: _____ Grade Applying For: _____	Score (for office use only)
<u>CIRCLE THE ANSWER</u> that best matches your experience in Column A . <u>INDICATE WHERE THIS EXPERIENCE IS</u> documented in your resume in Column B .		
Column A	Column B	
6. Select the option that best describes your experience communicating with others. A. Experience accurately explaining and clarifying non-routine information and ideas to others through own initiative to promote operational efficiency. B. Experience accurately conveying non-routine information to others upon request. C. Experience accurately conveying standard, routine information to others upon request. D. I do not have any experience as described above.		
7. Do you have experience reporting problems and corrective actions to employees at multiple levels within an organization? A. Yes B. No		
8. Have you served as a liaison between two or more organizations? A. Yes B. No		
9. Have you conducted interviews / re-interviews for a survey or data collection for an organization? A. Yes B. No		
10. Do you have experience convincing reluctant respondents to participate in surveys or censuses for an organization? A. Yes B. No		
11. Do you have experience handling large volume of work while using numerous guidelines, materials, and various programs to conduct a survey? A. Yes B. No		
12. How many demographic surveys have you conducted interviews for? A. 5 or more B. 3 or 4 C. 1 or 2 D. None		